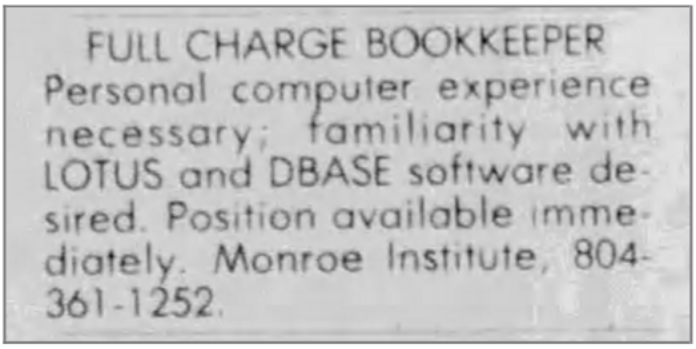
Employment Ads

1985-08-10
The News Virginian (p.17)

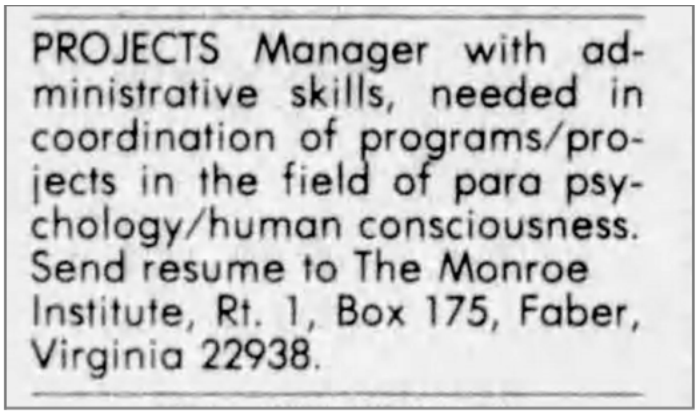
WANTED: Person with minimum 2 years experience in Professional Training/Counseling in Program Seminars teaching consciousness skills. Must have degree in Counseling & be able to speak fluent German & English. Contact MONROE INSTITUTE, (804) 361-1500. EEO Employer.

1985-09-25
The Daily Progress (p.19)



FULL CHARGE BOOKKEEPER
Personal computer experience necessary; familiarity with LOTUS and DBASE software desired. Position available immediately. Monroe Institute, 804-361-1252.

1986-07-30
The Daily Progress (p.44)



PROJECTS Manager with administrative skills, needed in coordination of programs/projects in the field of para psychology/human consciousness. Send resume to The Monroe Institute, Rt. 1, Box 175, Faber, Virginia 22938.

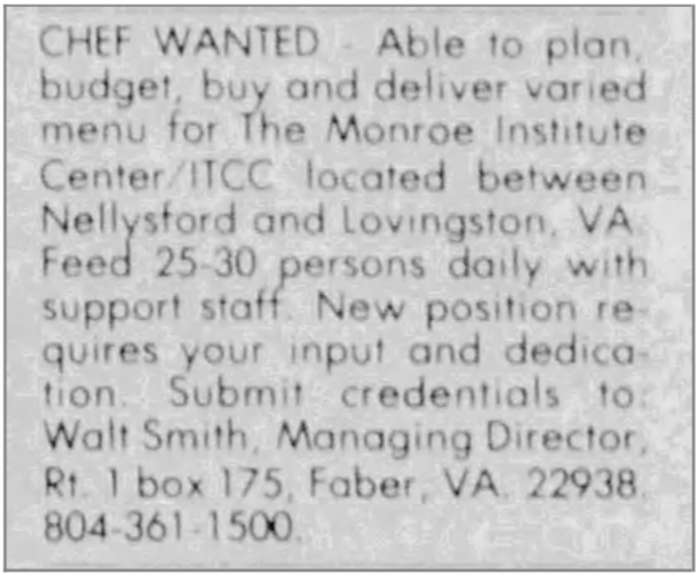
1987-04-22
The News Virginian (p.15)

ADMINISTRATIVE ASSISTANT. The Monroe Institute a research & educational organization, seeks skilled, self motivated, result oriented individual for challenging Administrative Assistant Position. Minimum 5 years Executive Secretary/Administrative Assistant experience. Send letter & resume to The Monroe Institute, Rt. 1, Box 175, Faber, Virginia. 22938. Attention: L. J. France. No calls please.

1987-11-20
The Daily News Leader (p.28)

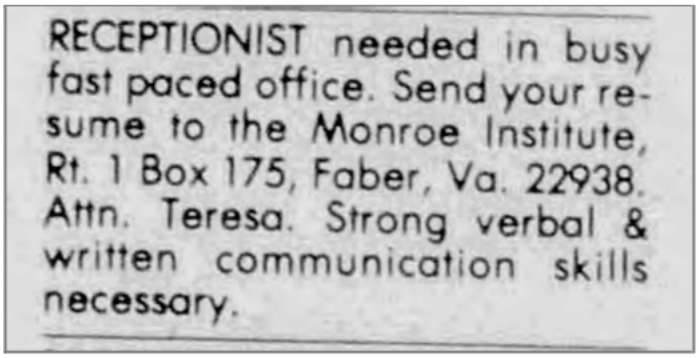
ASSISTANT to Managing Director — Individual possessing a variety of skills to assist & learn day to day management of a lodging-conference & research center. Personnel-public relations- hotel-/inn experience a plus. Entry position w/opportunity to grow for a dedicated and versatile individual. Contact: Walt Smith for interview, 804-361-1500. The Monroe Institute Center/ITCC, Rt. 1, Box 175, Faber, Va. 22938.

1987-11-21
The Daily Progress (p.25)



CHEF WANTED - Able to plan, budget, buy and deliver varied menu for The Monroe Institute Center/ITCC located between Nellysford and Lovingston, VA. Feed 25-30 persons daily with support staff. New position requires your input and dedication. Submit credentials to: Walt Smith, Managing Director, Rt. 1 box 175, Faber, VA. 22938. 804-361-1500.

1988-09-16
The Daily Progress (p.26)



RECEPTIONIST needed in busy fast paced office. Send your resume to the Monroe Institute, Rt. 1 Box 175, Faber, Va. 22938. Attn. Teresa. Strong verbal & written communication skills necessary.

1990-05-16
The Daily Progress (p.37)

COORDINATOR NEEDED
International Training and Communication Center, serving the Monroe Institute. Individual with clerical skills to co-supervise staff, supervise repairs and maintenance and coordinate logistics for on-going educational programs. Good organizational and communication skills necessary. Ability to handle numerous details and responsibility. Please send resume to: I.T.C.C., Rt. 1 Box 175, Faber, VA 22938. EOE.

1997-11-20
The Daily Progress (p.23)

FULL-time position available for mature, detail-oriented individual in our program registration department. Successful candidate will have experience in Windows 95, Microsoft Office, + strong administrative/clerical skills. Salary and benefits commensurate with experience. Please resume to: The Monroe Institute, 62 Roberts Mountain Road, Faber, Va 22938.